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MANAGEMENT STAFF - RECORDS MANAGEMENT REPORT FOR THE KILLIAN COMMITTEE

The continuing trend toward retiring noncurrent records to the Records Center brought total deposits now in the Center to 35,491 cubic feet. This volume, if stored in office safe cabinets, would require the use of 4,436 4 drawer safes. The cost of a 4 drawer safe has risen to \$423.

Control schedules for the destruction and retirement of records have been completed for the Agency except for the Office of Communications and two smaller offices. The completion of these schedules, together with the continuing application of an audit program for ensuring adherence, will overflow this Records Center building. Accordingly, the Agency has recently approved the construction of a contiguous addition.

Other record keeping improvements resulted from installing the Agency subject-numeric filing system in 23 offices, a continuing review of requisitions for filing equipment and supplies, and the promotion of shelf filing installations, four of which are in process and one completed. The completed shelf-file relieved a critical space problem and provided for two years expansion of the files.

Projects directed toward improving reporting techniques, correspondence practices, forms, and document control systems rounded out the Staff's integrated records management services. Notable among these were the participation of a staff member on the U.S. Government Correspondence Manual Working Committee, forms analysis projects in support of specific activities such as printing services, and the development of a combined courier-receipt transmittal form which will save some time on the part of several hundred employees and streamline the operation. The conversion of this time saving into dollars is estimated to approach \$100,000 annually.

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